



## WEDDING PARISH GUIDELINES

### CHURCH OF DIVINE MERCY

Address: 117, Jalan Kenari, Sungai Ara, 11900 Bayan Lepas, Penang  
Tel: 04-646 6881 / WhatsApp: 013-584 6881 | Email: [divinemercypg@yahoo.com](mailto:divinemercypg@yahoo.com)  
Website: [www.cdm.my](http://www.cdm.my) | Facebook: Church of Divine Mercy Sg Ara  
Parish Office: Closed on Monday & PH | {9am-5pm (TUES-FRI) 9am-1pm (SAT& SUN)}

1. Meet the Parish Priest **6 months before** the intended date of marriage (by an early appointment).
2. Marriages approved by the Church:
  - a) Catholic & Catholic (**Mass**)
  - b) Catholic & Other Christian (**Service**)
  - c) Catholic & Other Religion (**Service**)

***"Catholics MUST be confirmed without grave inconvenience (a requirement of Canon Law-CIC 1065)"***
3. **Complete Marriage Course:**
  - a) Catholic Engaged Encounter (**CEE**) Course or weekend course.
  - b) Other recognized marriage course (parish-based) - proof of participation needed.
4. **Non-Complete EE** - Penang CEE: <http://www.ceepenang.org/>  
(You may check their website for the availability of the dates/classes).
5. To fill up **Prenuptial Enquiry Form (PNE)** with Parish Priest (by an early appointment) **after completion** of above EE/Marriage course.
6. Please **bring along** the following required documents **& copy of each document:** -

i	<b>Marriage Course Certificate (EE) Copy /</b> Salinan Borang Sijil Pra-Perkahwinan (EE)
ii	<b>Civil Marriage Certificate Copy /</b> Salinan Sijil Perkahwinan Sivil
iii	<b>Couple - Copy of IC / Passport /</b> Pasangan- Salinan K/P /Paspot
iv	Couple/ Pasangan: <b>Catholic: Baptism Extract (6 Months or Less) /</b> Salinan Sijil Baptis (6 Bulan /Kurang) <b>Non-Catholic: Birth Cert Copy /</b> Salinan Sijil Beranak (Bukan Katolik)
v	<b>Marriage Witness - Copy of IC / Passport /</b> Saksi - Salinan K/P/Paspot
vi	<b>Passport Size Photo - Couple (1 Set) /</b> Gambar Saiz Paspot Pasangan (1 Set)

7. Marriage Witnesses - ***Catholics are encouraged to be witnesses for church weddings.***  
***Parents are NOT allowed.***
8. **Date of Marriage confirmed** upon completion of the **Prenuptial Enquiry Form (PNE)** with the Parish Priest.
9. Permitted days & times for wedding: -  
*Monday to Friday: 10:30am / 12:30pm / 3:00pm / 5:00pm*  
*Saturday: 10:30am / 12:30pm / 3:00pm*  
***"No marriages permitted on Sundays, Feast days, Lent Season and Parish events".***
10. A copy of **Civil Marriage Certificate MUST** be handed to the parish office before the church wedding takes place.
11. Kindly contact or whatsapp parish office to **make an appointment** to meet the Parish Priest.
12. For any clarification, you may contact direct the Parish Priest.

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## OTHER IMPORTANT NOTES:

1. Marriage preparations is a family affair. You may be sought for assistance from others (BECs, liturgical team, etc.) **It is your responsibility to make all the necessary arrangements needed** (commentator, lector, musician, cantors, projectionist, etc.)

### i. **FLORAL arrangements**

Person to Contact/WhatsApp: **Angie 012-4858640 / Annie Lee 014-9031362**

- Please note that use of church facilities, premise or floral vessels are not permitted when you engage external decorators. They are to use their own equipment, vessels, etc. to decorate.

### ii. **WEDDING MASS/SERVICE LITURGY**

Person to Contact/WhatsApp: **Peter Da Costa 012-4728044**

- For music (organist & cantors), rehearsal and matters pertaining to church wedding celebrations.

### iii. **Template of WEDDING BOOKLETS (Office)**

- Either to use the available Parish Wedding booklets or Personalized Wedding booklets.
- **Sample booklet can be obtained from parish office** and after done your part need to be checked by Parish Priest before printing out your copies.

## 2. CHURCH FACILITIES AND EQUIPMENT

- NON CDM officials (wedding planners, family members, etc.) are **NOT** allowed to handle and adding gadgets into the church's PA and electronic systems.
- Please note that if external musicians or other forms of arrangements have been engaged, kindly bring your own equipment.

## 3. CAMERAMEN

- Please note that they are **NOT permitted** on the sanctuary.
- During the Rite of Marriage, **NO distractions** (talking or actions or interferences) allowed. Kindly respect the holiness of the moment.

4. Please **"BE PUNCTUAL"** on your wedding day.

5. Do **"DRESS PROPERLY"** for a religious ceremony.

6. Do try to **Go** for the **"SACRAMENT OF RECONCILIATION"** before your wedding day.

7. **NO Confetti** allowed inside the Church.

8. Donation for **usage of Church and other facilities:**

<b><u>CHURCH</u></b>	<b><u>ST. FAUSTINA HALL</u></b> (Pre-booking)
<ul style="list-style-type: none"><li>• PNE Form Fee &gt; RM50.00</li><li>• With Air Cond &gt; RM300.00</li><li>• Without Air Cond &gt; RM50.00</li><li>• LCD (Song/Hymm)&gt; RM100.00</li></ul>	<ul style="list-style-type: none"><li>• Parishioners &gt; RM250.00</li><li>• Non - Parishioners &gt; RM350.00</li><li>• Cleaning &gt; RM75.00</li><li>• LCD &gt; RM100.00</li><li>• 1 Set (1 Table + 10 Chairs) &gt; RM10.00</li></ul>
<b><u>BASEMENT</u></b> (Pre-booking)	(Max: 10 tables)
<ul style="list-style-type: none"><li>• Inclusive of Cleaning &gt; RM150.00</li></ul>	<b>(Setting up table &amp; chairs - Own Service)</b>
For online payment: Bank Acc: <b>Maybank 5073 9410 1910</b>   Acc Name: <b>Church of Divine Mercy</b> Please email receipt & details to: <a href="mailto:masscdmsgara@gmail.com">masscdmsgara@gmail.com</a>	